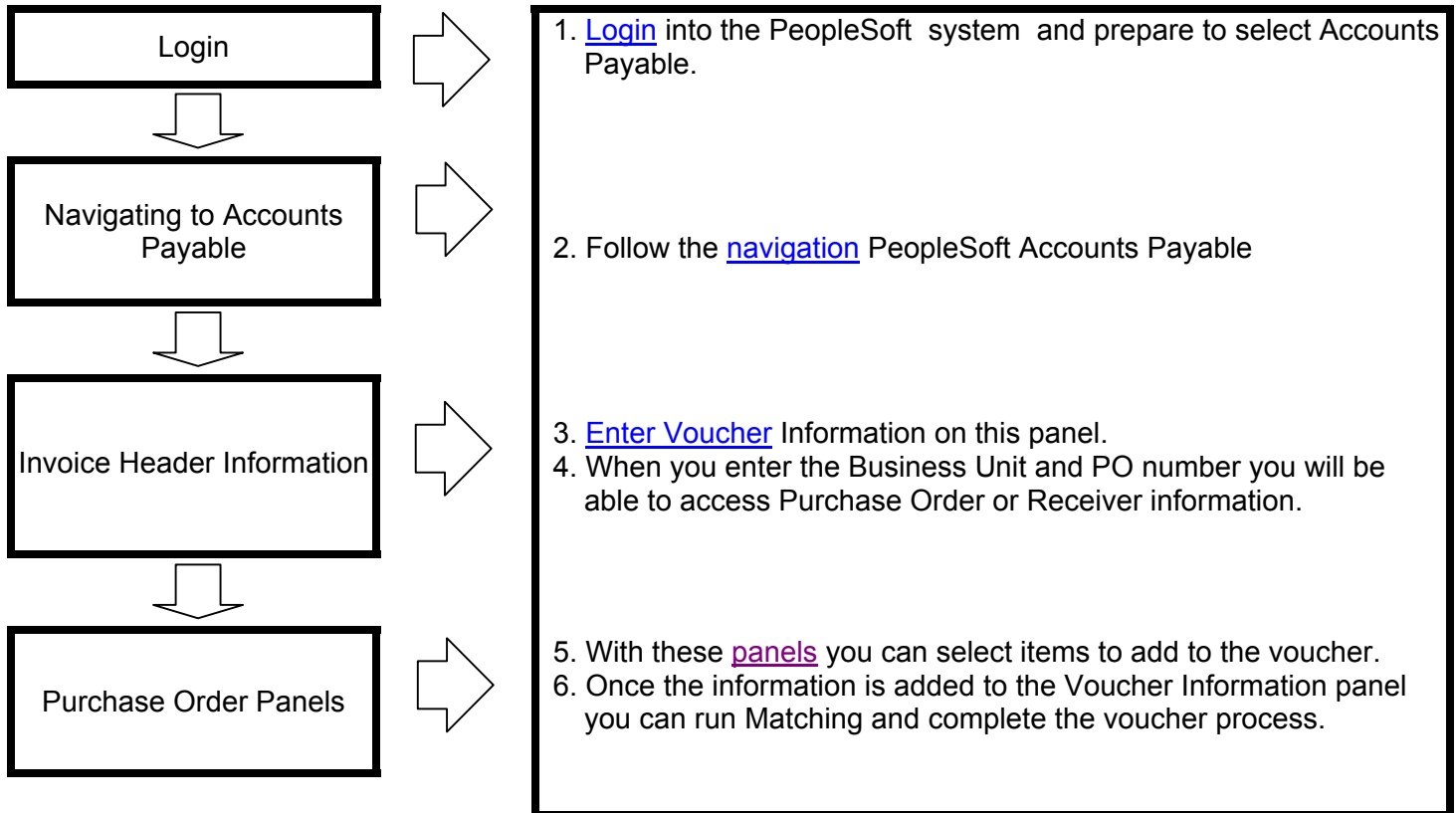# Entering PO Vouchers

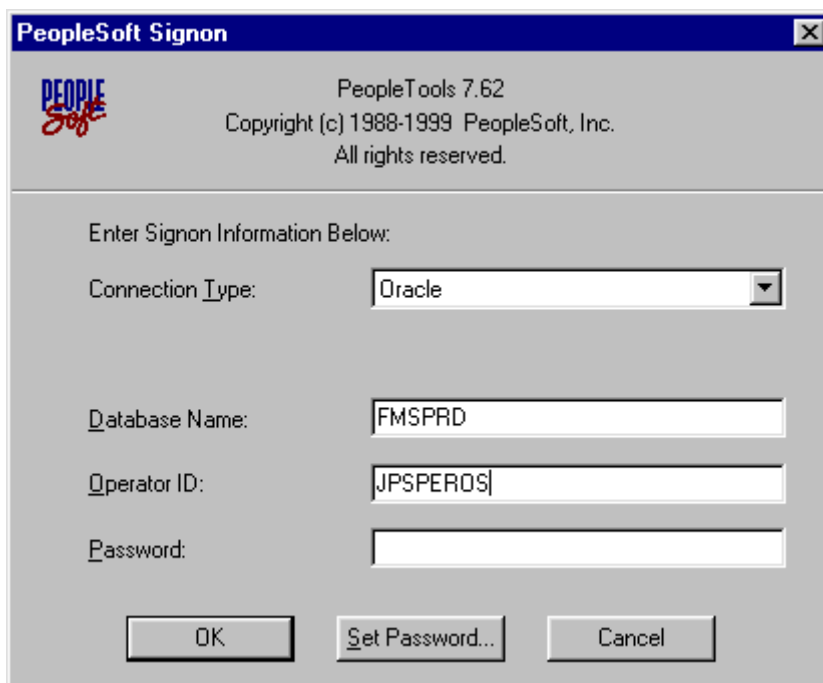**These panels provides a convenient method for the users of entering invoices that are based on purchase orders and/or receivers.**

Login	1. Login into the PeopleSoft system and prepare to select Accounts Payable.
Navigating to Accounts Payable	2. Follow the navigation PeopleSoft Accounts Payable
Invoice Header Information	3. Enter Voucher Information on this panel. 4. When you enter the Business Unit and PO number you will be able to access Purchase Order or Receiver information.
Purchase Order Panels	5. With these panels you can select items to add to the voucher. 6. Once the information is added to the Voucher Information panel you can run Matching and complete the voucher process.

Entering PO Vouchers

Step 1: Login

➢ Launch the PeopleSoft Signon from the Novel Application launcher.

  o Connection type "Oracle" (Defaulted)

  o Database Name "FMSPRD" (Defaulted)

  o Enter your login name. (UPPERCASE only)

➢ Password is left blank.
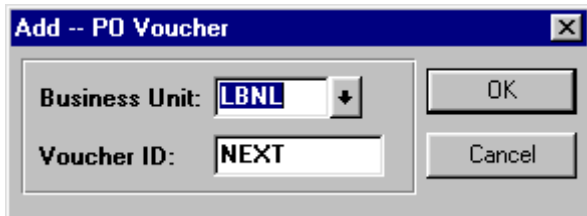
➢ Click "OK"

Entering PO Vouchers

Step 2:   Navigation

- ⇨ Go
- ⇨ Administer Procurement
- ⇨ Enter Voucher Information
- ⇨ Use
- ⇨ PO Voucher
- ⇨ Invoice Header Information
- ⇨ Add

Purchase Order Vouchers are entered into PeopleSoft through a series of panels that provide the necessary information to pay a Supplier.   A number of fields will be defaulted on the Voucher from the Vendor including payment terms, bank information and remit to information.   An initial dialog box will appear with a default Business Unit and Voucher Id of NEXT as shown below.   Business Unit indicates the type of voucher being added.   The business unit LBNL indicates purchase order vouchers.
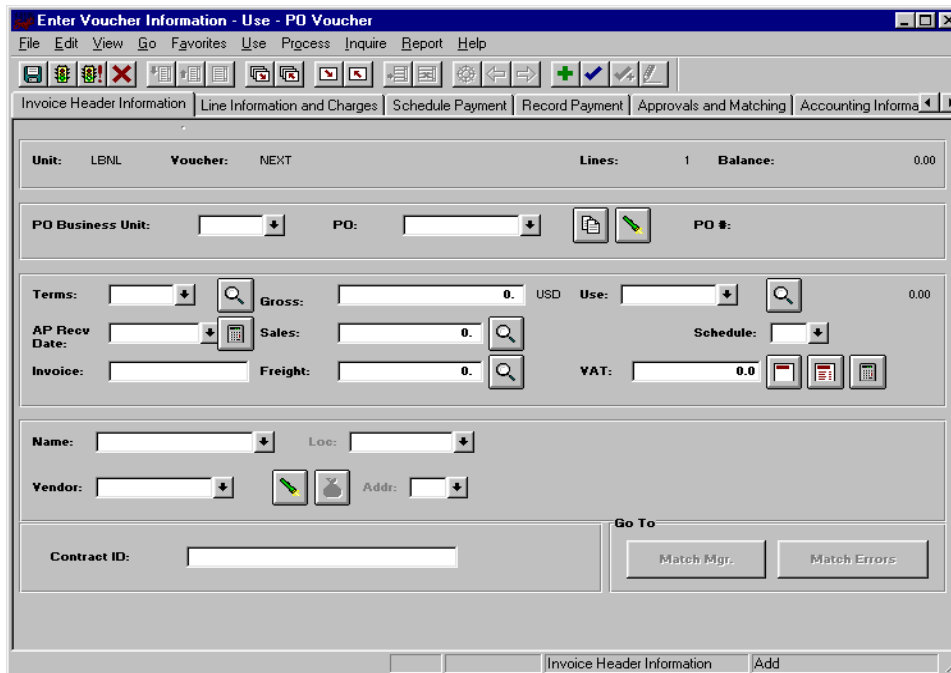
The PO Voucher dialog box displays.

Add -- PO Voucher	☒
Business Unit: LBNL ▾	OK
Voucher ID: NEXT	Cancel

Click **OK.**

Entering PO Vouchers

Step 3:   Invoice Header Information

Complete the following panel elements:
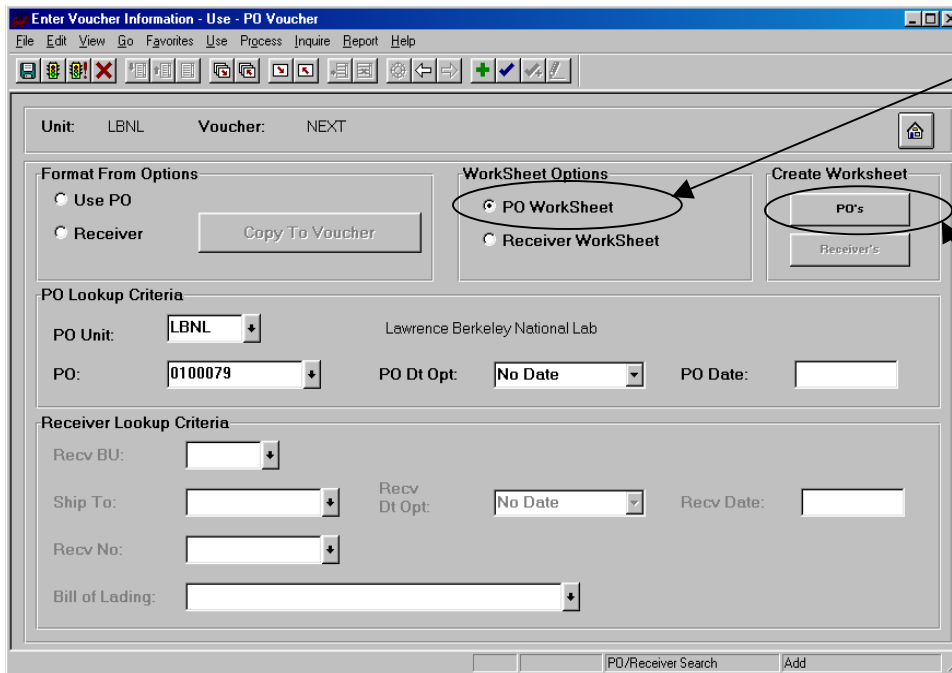
PANEL ELEMENT	DESCRIPTION	TRAINING EXAMPLE
PO Business Unit	Purchase Order Business Unit	LBNL
PO	Purchase Order Number	Select a Purchase Order number from the list when you click the drop down box.

Select the flashlight pushbutton to go the PO Worksheet Panel.   The purchase order associated on the PO Voucher panel will default into the worksheet.

Entering PO Vouchers

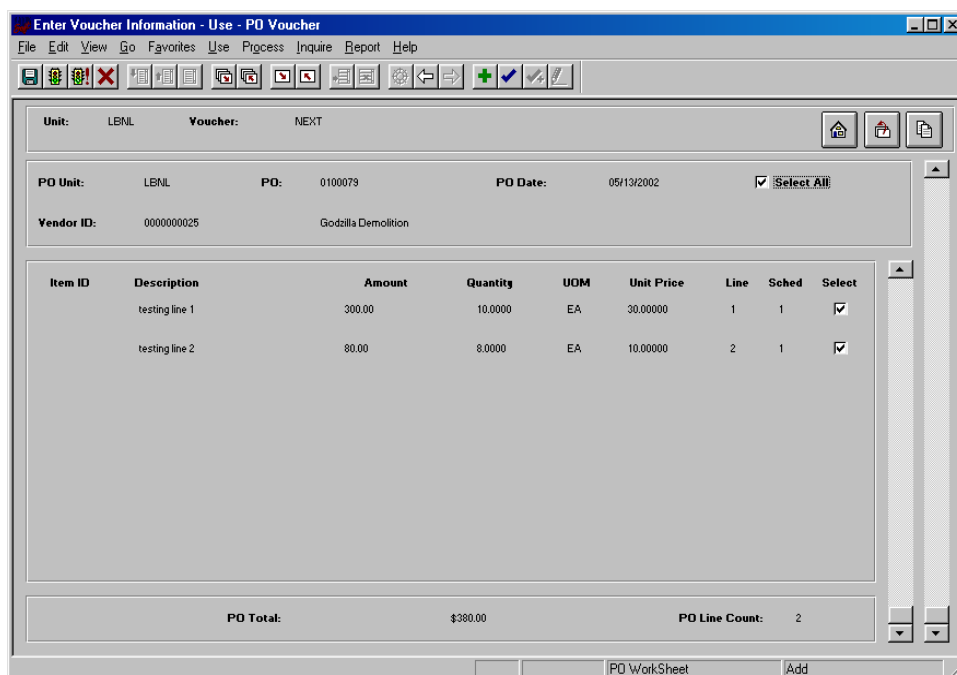## Step 4:   Purchase Order work panels

The PO Worksheet panel appears as follows;

PO Work Sheet Radio Button

PO Pushbuttons

When processing a purchase order requiring matching, select the PO Worksheet button and click on the PO's button displaying the PO Work panel. This panel is used to review and select the lines to include on the voucher. You can choose to select all lines or select each line specifically.   The outer scroll bar to the right of the panel is used to scroll through multiple purchase orders, and the inner scroll bar for multiple lines on that purchase order.
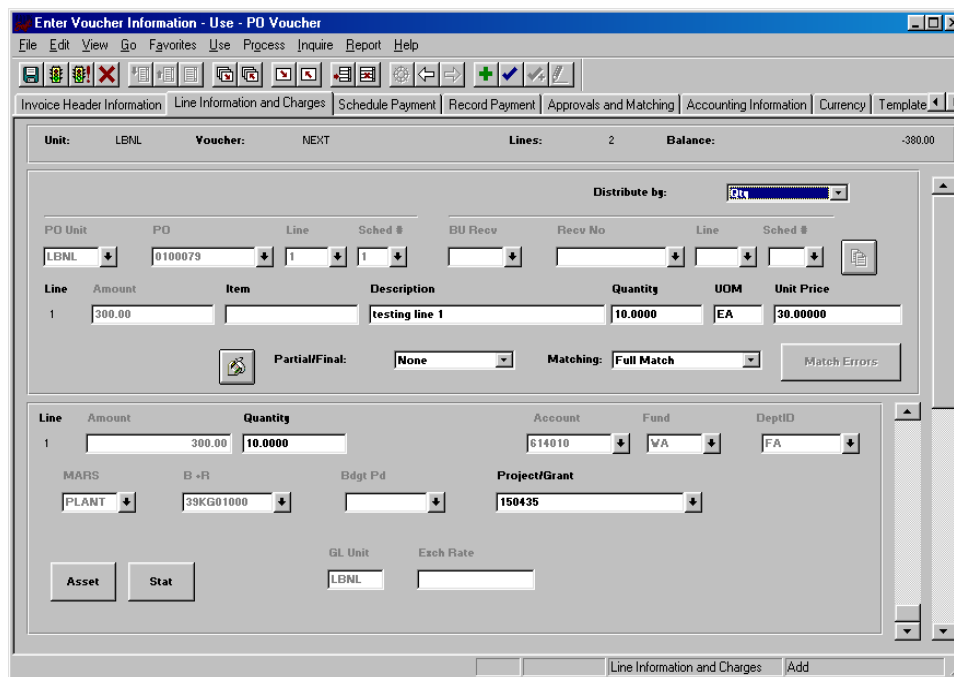
Entering PO Vouchers

.

The **Go to Voucher Header** pushbutton transfers you back to the PO Voucher panel.

The **Transfer Match Lookup Return** pushbutton transfer you back to the PO and Receiver Worksheet panel.

The **Copy Voucher** pushbutton copies the selected purchase order lines on to the voucher line and distribution lines.

Click on the **Copy Voucher** pushbutton and you will be returned to the PO Voucher Line Information and Charges panel.
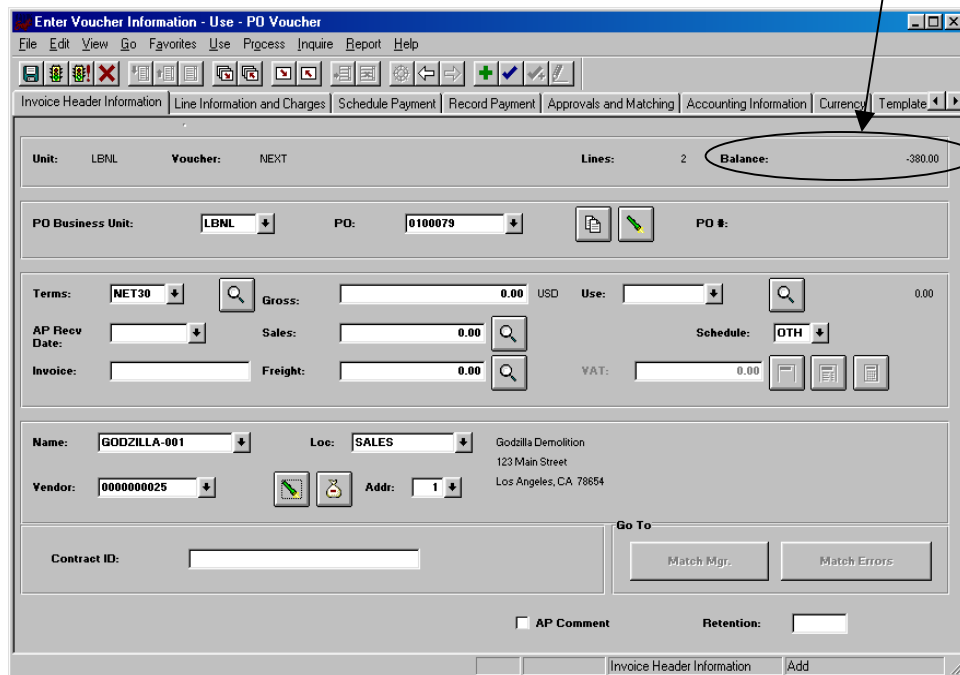

On this panel you will be able to change the project ID if necessary. You will also be able to edit or update any line distribution information that is required.
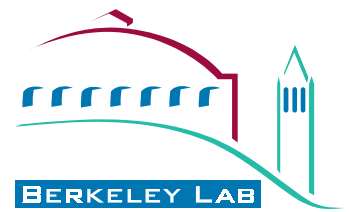
Entering PO Vouchers

Proceeding back to the Invoice Header panel, you will complete the Voucher by adding information like AP Recv Date, Invoice Number Gross amount.

        Note: The gross amount should be the exact opposite amount of the balance figure.

Once you've complete this process the voucher is complete, you will now be able to run the Matching process.

Entering PO Vouchers

Schedule Payments

When you save a voucher, PeopleSoft Payables automatically schedules payments based on the voucher amounts, date, and vendor payment terms. If necessary, you can:

- Change payment schedules for individual vouchers.
- Schedule multiple payments per voucher and decide how much discount you wish to take on each payment and when the payments will be made.
- Schedule direct payment to an alternate vendor and/or location.
- Record manual and wire transfer payments.
- Create an Express Check.

PeopleSoft Payables schedules payments when you save the voucher. Generally, one payment will be scheduled to pay the voucher except when you want to schedule multiple payments of an invoice. The Schedule Payment panel enables you to insert an additional row for each payment schedule. Depending on your withholding setup, a separate withholding payment may also be generated.

Record Payment

You track payments that were written manually-either with a typewriter or good old pen and ink-by creating a voucher for the payment just as you would for a normal invoice and selecting Record as the Payment Action. This will automatically transfer you to the Record Payment panel. To successfully record manual payments:

- The amount of the payments entered must add up to either the gross amount or the gross minus the discount as specified in the voucher header.
- The voucher must be approved in the system.
- The bank account setup supports manual payments.

Accounting Information

On the Accounting Information panel, you review and update information that PeopleSoft Payables uses to process the voucher according to the policies that you set up in your control hierarchy for the Payables business units, origins, Control Groups, and vendors.

Currency

The Voucher Currency panel enables you to view the default currency or define your own that will be specific to this particular voucher. Before posting and payment, you can change the transaction currency information for a voucher.
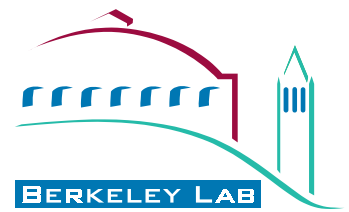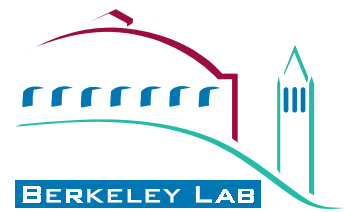
Entering PO Vouchers

Template Information

If you receive multiple similar vouchers from a vendor, you can set up a template to improve data entry efficiency. You use a voucher for a particular vendor as a model for other vouchers that you'll enter in the future for that same vendor by saving the voucher as a template voucher. Creating a template voucher will save you lots of keystrokes. As long as you have access to the voucher, you can designate it as a template voucher. Likewise, you can turn off the template option if you determine you no longer need this capability.

Status Summary

The Status Summary panel shows you at a glance the extent of the processing that the system has performed on the voucher, as well as who entered it and when. You can also easily identify if the voucher is postable, if it has already been posted, and if the withholding balance has been posted. You cannot make any modifications that affect the status of a voucher from this panel.

Comments

If you wish, you can enter comments for a voucher to explain payment schedules, issues with the vendor, or anything else you need to document the invoice on the Comments panel.

Entering PO Vouchers

Voucher Line Receiver

From this panel you will be able to access the receiver information.